

**Academic Regulations and Records Office**

Tel No. : (852) 3442 2300

Fax No.: (852) 3442 0270

On-line enquiry form:

www6.cityu.edu.hk/arro/enquiry.asp

Application for Academic Transcript

Please read the Notes to Applicants overleaf before completing this form.

Student Name: _____ Student No.

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Day-time Contact Phone No.: _____ HKID/Passport* No.

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CityU E-mail Address: _____

Programme Record for the Academic Transcript:

Programme Code / Degree Title: _____

Major Code / Title: _____
(if applicable)

Number of Academic Transcript Required (HK\$50 per copy for each programme of study): _____

Collection of Academic Transcript (Please tick as appropriate)

- Please seal the academic transcript(s) in CityU envelope and the sealed academic transcript(s) to be
- sent directly to _____
- by ordinary mail (Local)/ regular air mail (Overseas) by registered mail (HK\$15.5 per recipient)
No P.O. Box is accepted
- collected in person by me / my authorized person *
- The academic transcript(s) to be collected in person by me / my authorized person*

If you will authorize another person to submit the application or collect the academic transcript on your behalf, please refer to point 4 under Notes to Applicants._____
Signature of Applicant_____
Date**Amount Payable by the Applicant**

	Amount (HK\$)
_____ Copy(ies) (HK\$50.00 per copy for each programme of study)	_____
Postage (Registered @HK\$15.50 per recipient)	_____
Total:	_____

Academic Transcript(s) Received / Checked * By_____
Signature of Applicant / Authorized Person *_____
Date

* Please delete as appropriate

(For Office Use Only)

-
- Visa/MasterCard/UnionPay
-
- EPS
-
- Receipt Attached

Handled by _____

Sent on _____

Academic Transcript

Notes to Applicants

1. An academic transcript is a certification of a student's record of academic performance at the University.
2. Academic transcripts issued will only include available course grades and/or award classification approved by the Assessment Panels/Examination Boards.
3. Applicants who want to have their academic transcripts sealed should indicate their requests in the application forms. Sealing service will not be provided retrospectively for academic transcripts that have been collected by applicants. It is the applicant's responsibility to put down accurate and legible address on envelope used for sealing the academic transcript.
4. Applicants may authorize a third party to submit the application and collect the academic transcript on their behalf. In this connection, the authorized person should produce his/her HKID card or passport for identification and record purpose and present the following documents upon application and collection of the academic transcript:
 - The application form for academic transcript (present this only upon application);
 - An authorization letter signed by the student concerned (an authorization letter template is available from the "Form Download" section of ARRO's homepage at <http://www.cityu.edu.hk/arro> or ARRO Service Centre); and
 - A copy of the student identity card/HKID card/passport of the student concerned (this will be returned to the authorized person after inspection).
5. Academic transcripts sent by post will be by ordinary mail for local recipients and regular air mail for overseas recipients. If registered mail is required, additional postal fee will be charged and no P.O. Box address will be accepted. CityU will not be responsible for any mishandling of mail. If additional documents are required to be sent with the academic transcripts, applicants should apply by post or in person instead of applying on-line.
6. The University reserves the right to withhold issuance of an academic transcript to an applicant who has not paid fees / other monies owed to the University, or who has failed to discharge all obligations towards the University, or upon the advice of the applicant's home academic unit.
7. Personal Information Collection Statement:
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the University unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the University for consideration and/or necessary actions.
 - For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be transferred to the student record system of the University.
 - After submission of this form, requests for access to and/or correction of the personal data should be made to the [Academic Regulations and Records Office](#).
 - The Privacy Policy Statement of the University can be accessed at <http://www.cityu.edu.hk/cityu/geninfo/privacy.htm>. For other issues regarding personal data privacy, please contact the Office of the Vice-President (Administration) or send email to the Data Protection Officer at vpad@cityu.edu.hk.

Application Procedures

1. On-line through "AIMS"

For Current Students

- i. Login "AIMS"
- ii. Select the **Student Record** menu
- iii. Click **My Applications (for Undergraduate and Taught Postgraduate Programmes)** then **Academic Transcript**
- iv. Fill in the on-line form step by step and perform payment online
- v. Logout "AIMS" before leaving your terminal

For Alumni

- i. Login "AIMS"
- ii. Select the **Alumni Services** menu
- iii. Select **Application for Academic Transcript (for Undergraduate and Taught Postgraduate Programmes)**
- iv. Fill in the on-line form step by step and perform payment online
- v. Logout "AIMS" before leaving your terminal

An email will be sent to you to acknowledge receipt of your application. The academic transcript(s) will be ready for mailing within 3 working days. Please allow additional processing time during major assessment periods in January and May/June. **Be environmental friendly, apply on-line and pay a lower application fee.**

2. By Post or in Person
Application can be made by post or in person at the ARRO Service Centre, together with payment of the required fees. Those who apply in person at the Service Centre can normally collect their academic transcripts on the day they make the applications. If you apply by post, please allow 7 working days for processing.

Fees Payment

(Application fee per copy for each programme of study: HK\$30 for online application, HK\$50 for paper form application)

1. For on-line application, applicants will be required to settle the payment with Credit Card (Visa or MasterCard) through the web.
2. For application by post or in person, please pay by one of the following methods:
 - (a) by direct deposit at any branch of the Hang Seng Bank (CityU current account no.: 293-318028-004); or
 - (b) by electronic transfer to the above CityU account at any Hang Seng Bank/HSBC ATM machine; or
 - (c) by Visa/MasterCard/UnionPay or EPS at the ARRO Service Centre
3. For fees settled by method 2(a) or (b) above, please attach the original receipt to the application form as proof of payment.
4. For overseas applicants, please contact our office for the credit card mail order service.